

**James Fitzgerald Reserve Pilot CCA Project Pilot
Steering Committee Meeting
May 24, 2007 Summary**

Participants:

In person: Kellyx Nelson-Resource Conservation District (RCD); Rich Allen-Moss Beach Ranch and RCD; Lisa Sniderman-Coastal Commission (CCC); Sam Herzberg-San Mateo County (SMC) Parks; Carolann Towe-Surfrider; Kathryn Slater-Carter-Montara Water and Sanitary District; Kat Ridolfi, San Francisco Estuary Institute

Phone-In: Carmen Fewless-Regional Water Quality Control Board; Kathleen Van Velsor-Association of Bay Area Governments

Agenda items, key discussion points, agreements:

1. Review of Action Items (from April 24 mtg)

The Action Item from April was for Sam Herzberg (SMC Parks) and Ann Stillman (SMC Public Works) to talk to various potential partnering agency staff (e.g., County Health, Stormwater, Ag Commissioner, etc.) to discuss interest in a targeted (Nonpoint Source Pollution) education/outreach effort on the MidCoast. Kellyx Nelson (RCD) provided a quick update that County Stormwater Program, Public Works, Parks and the RCD had a preliminary meeting to introduce the CCA pilot project, identify the need for education/programs on the MidCoast (e.g. not having easy access to take back programs, waste pick-up, etc.), and identify opportunities in existing county programs. One outcome is that there will be a follow-up meeting June 5. Kathryn mentioned that she will also attend this meeting.

Action Item:

- **Sam Herzberg (SMC Parks) will provide an update on the County's interest and any planned actions to the Steering Committee at the next meeting.**

(Carry Over Action Items):

- **Kellyx will e-mail draft timeline to the SC, and everyone will review it and provide Kellyx with key information to add or revise. We will have the timeline available at each meeting to update as necessary.**
- **Technical partners and SC will work with Kellyx to evaluate if the annotated timeline can serve as the "non-jargony" fact sheet to concisely communicate how the Prop 50 CCA grant and other, related projects fit together (e.g., the new Visitor Center and demonstration parking lot, the Clean Beaches grant, the ASBS monitoring guidance development, etc.)**
- **Kellyx will e-mail revised Operating Principles that include Lisa's suggested language to the SC before August meeting and work with Lisa to add to CCA website when finalized.**

2. Discuss status of Draft Watershed Assessment Report

Process:

Everyone thanked Kathleen (ABAG) for such a Herculean effort on the Draft Assessment! The Steering Committee (SC) decided that it would use the meeting to discuss global comments on the Assessment and then agendize two separate meetings to go through the SC's detailed comments. The SC is particularly interested in the final draft of this WA being a strong document since it will be on the public record. There was a suggestion that it eventually be made available on the Coastal Commission's and RCD's website as well as in hard copy form at the Montara (or Moss Beach?) library for those who do not have internet access. This way, the SC can compile and organize its comments before providing them (in track changes) to the Tech Team to incorporate into another draft. Included below is a list of the global comments that SC participants raised. This is not intended to be exhaustive but rather to give a sense of the scope and scale of comments. Kathleen thanked the members and encouraged their continued participation. With respect to the assessment document, she suggested that the members remain cognizant of budget constraints and scope creep. The critical need to respond to the SC meeting schedule did not allow some details to be included (bibliography, etc.), so they will be forwarded under separate cover. Kathleen indicated that the document was guided by NPS assessment guidelines provided by the Coastal Commission and that certain segments would be "dry" like other documents of its kind because they contain critical technical information. Resources aren't sufficient to model the document after other watershed documents, but it was agreed that the current content can be made more user friendly. Some maps may not lend themselves easily to incorporation in the document, but most will. Kathleen also described the process of final grant report preparation and the role of the FMR assessment in that process. The tech team will consider all ideas and feedback from the SC members and appreciates the enthusiastic participation and attention to detail.

Global Comments on Draft Watershed Assessment (WA):

- Incorporate maps, tables and other figures throughout rather than referring to them as appendices, web pages, or other parts of the document;
- Apply consistent format to the document-Kellyx discussed two examples of models, Pescadero/Butano (2004 Pescadero-Butano Watershed Assessment by ESA (<http://montereybay.noaa.gov/resourcepro/reports/sedrep/pescadero.pdf>) and Marine Life Protection Act Initiative Draft Regional Profile by Department of Fish and Game (<http://www.dfg.ca.gov/MRD/mlpa/nccprofile.html>); (Kellyx emailed these links to the SC and Tech Team after the meeting);
- Use consistent terminology for everything, pertains to creek names, watersheds, agencies, etc.;
- Include Table of Contents, overview to guide reader; this document doesn't seem to follow in a logical order (Kathleen noted that a Table of Contents, history, and references were missing but would be included later);
- Indicate DRAFT and date in watermark on every page;
- Add glossary and acronyms list;
- Add conclusions/summary chapter;
- The WA should reflect work the SC has already completed (e.g., NPS Summary, Land Use table, sources matrix, etc.). Right now, WA primarily reflects work

- from Balance Hydrologics, EIR, and Fitzgerald Marine Reserve Master Plan; incorporate relevant existing tables;
- Highlight areas of greatest known and potential concern in one section up front, e.g., these are the top 5 potential pollutant sources and pathways; these are the top 5 known pollutant sources and pathways; these are known land uses; identify what we've learned since we first identified these pollutant sources, and whether anecdotal or data driven, etc.;
- Include CCA pilot project process-suggestion is for SC to write a section of the WA summarizing its role, the process that it has used, e.g., public stakeholder meetings, some early watershed tours, regular SC meetings, etc
- Reduce duplication-the same phrases are repeated in multiple sections-suggestion is to say it once and simply refer to where it is in the earlier section if it needs to be brought up later in the document;
- WA should better reflect BMPs that are already occurring in the watersheds;
- Avoid need to say that something will be addressed in another section later in the document and address it in the section at hand instead to help reduce confusion;
- Consider either highlighting recommendations in each section or pulling out and including at the end of each section; these may be different and more specific than overall findings;
- When referencing maps, include summary of key findings for why the maps are being referenced, what is significant about them;
- Be consistent about the information included for each study area; think about what information to include or not include; e.g, just b/c there is a lot known on one watershed and possibly repeated multiple times in the WA could be misleading-a reader might consider this to mean it has the most significant problems (recommendation to explain this complexity up front of the document);
- Clarify name of Sunshine/Dean Creek and decide whether Kanoff is indeed a separate sub-watershed. There was also a unanimous decision by the SC to include the Deer Creek sub-watershed in the study area boundary. That decision was left up in the air up until now.

Action Items:

- **All: Please review this bulleted list and provide any needed revisions, additions, etc. to Lisa Sniderman (CCC) before June 6.**
- **All: The SC will have 2 special meetings to provide additional, more detailed comments, one on June 8, 8am-11am (location tbd in Pacifica), and one on June 12, 10am-12pm (Montara Water and Sanitary District) (June 12 meeting subsequently rescheduled for June 19 phone call).**
- **Carmen: Will secure location for June 8 meeting in Pacifica.**
- **The SC will put its comments into track changes and email to Kathleen, Kat after June 12.**
- **Kellyx will bring laptop to record changes during meetings.**
- **Lisa will draft and Kellyx will review/assist with writing a section on CCA pilot project process for the Watershed Assessment;**
- **Kathleen, Kat: Will review and incorporate appropriate changes from SC and provide SC with another draft.**

3. Review workshop outcomes; refine Priority Data Development List

The SC reviewed and discussed the draft handout that Kat sent, entitled, “Data Development and Implementation Ideas.” The SC asked for clarification on several items included in data gaps and inconsistencies from the draft assessment, but mostly identified a need to meet and discuss comments on the Draft Watershed Assessment before providing constructive comments on this List. Further, Kellyx suggested putting the information into tabular form to help provide needed clarification and incorporate earlier SC work.

Action Items:

- **Kat: Will revise the draft Data Development Needs handout, put into tabular form and re-circulate to SC, and request an extension of the deliverable due date from the SWRCB grant manager so that the SC will be able to focus on the WA and still provide comments on this piece;**
- **All: After SC meets and provides comments on Draft Watershed Assessment, SC will provide input to Kat on refining Data Development Needs.**

4. MOU-Follow up and propose straw man Carry over until August

5. Permit Coordination and relationship to CCA Pilot Carry over until August

6. Revisit Regular SC meeting date

The SC discussed meeting schedules and agreed upon the first Thursday of every other month starting in August (August 2). The SC also agreed that it may have to meet more frequently in the interim to review and comment on draft work products, final documents, etc. These meetings will be scheduled as needed (e.g., special meetings on June 8, June 12)

7. Drought and relation to CCA project Carry over until August

Special Steering Committee meetings will be on **Friday, June 8, 8am-11am**, (Pacifica location tbd) and Tuesday, June 12, 10 am-12 pm at Montara Water and Sanitary District (**June 12 meeting has been rescheduled for June 19 phone call**). Next regular SC meeting: Thursday, August 2, 10am-12 pm. (There may be additional special meetings before then.)